



Department of Housing and Community Development

January 24, 2007

NOTIFICATION OF VACANCY

**PROGRAM SUPPORT SPECIALIST
(Administrative & Office Specialist III)**

POSITION #00037

LOCATION:

**DHCD
501 N. 2ND STREET
RICHMOND, VA 23219**

HIRING RANGE:

\$30,000 - \$36,500 Annually

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking an creative individual to provide administrative and logistical support and coordination to the staff, activities and functions of the Office of Community Capacity Building (OCCB). This position is to provide assistance and service to agency clients that better enable them to use DHCD's resources. Some of the duties include providing budget input information; preparing and processing reimbursement request; developing and maintaining a centralized filing system; maintaining the OCCB Library; maintaining OCCB databases; coordinating logistics for events and meetings; preparing documents and correspondence; and serving as the primary contact with OCCB and agency partners.

QUALIFICATIONS:

Considerable knowledge of office practices and procedures. Demonstrated knowledge of accounting guidelines, procurement methods and organizing office work flow is required. Significant working knowledge of business English, proper grammar, spelling and punctuation. Excellent word processing skills and competencies in operating personal computers and software such as Microsoft Suite including: Access, Microsoft Word, Microsoft Excel and PowerPoint. Must have strong organizational skills with a demonstrated ability to manage time and perform a wide variety of administrative and clerical assignments in regulating and controlling office activities and document flow; to make decisions independently and to work without close supervision. The successful candidate must be able to handle multiple tasks simultaneously; communicate effectively orally and in writing with all levels of agency staff and the general public. High school graduate or equivalent with training in secretarial, business, word processing and computer graphic courses is desired. Considerable administrative assistant or general office experience involving the performance of a variety of support and clerical tasks. Knowledge or experience with state accounting, travel and reimbursement guidelines; and state procurement guidelines to include the use of eVA is highly desirable.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM AT <http://jobs.virginia.gov/> BY FEBRUARY 8, 2007, 5:00 p.m., EST.

***For additional information contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***